



# How to be a Great Employee

*TC Smith*

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The typical person spends around 40% of their time working, doing so on average for nearly half a century. So you would think that something we devote that much time to we'd want to take to heart, getting the most enjoyment and satisfaction as we possibly could from our workday. Maybe even—image that—looking forward to Mondays!


Workplaces are also treasure chests. For those who master positive attitudes and learn the habits that make them indispensable to their workplaces, their payback is a true bounty. They're rewarded with accolades, advancements, job security and added earning power that could total up to an extra quarter million dollars or more over their working lifetime, not to mention the fact that it just feels great to be smiling about one's job and about the people we work with.


Workplaces are also perilous places. Think of it like a video game with more than a few obstacles that get thrown in your way. For instance, there are rules, and just when you get used to the rules there are new rules, there are difficult relationships to deal with, there are mistakes we all make and need to recover from, and then there are those really bad days we need to put behind us and move on. "How to be a Great Employee" is going to teach you how to make the most of your job, how to bring an abundance of pleasure to your workday, how to be first in line for advancement opportunities, and the book will guide you in how to deal with the many workplace pitfalls and enthusiasm zappers as well.

"How to be a Great Employee" is 182 FULL COLOR pages, loaded with numerous tips and suggestions. And so that it is fun, in fact a true treat to read—it's got plenty of LOL, too. The 200 amusing pictures and captions will have you entertained while you're absorbing the book's important job enhancing and enjoyment lessons.

The book is broken into 14 chapters that cover such topics as reputation and character, complaining and why you shouldn't, teamwork, great communication skills, taking feedback, organization and time management skills, the importance of effort, dealing with workplace stress, and the different types of people one encounters in a workplace and how to best deal with them.

"How to be a Great Employee" is ideally suited for those who are new to the workplace, making it a great gift from a parent or supporter for a new employee, but there is lots to learn even for those who have been in the workplace for many years but want to be more adept, successful and happier in their jobs. The book is also ideal for companies to give to their staff to help build individual productivity, team harmony and employee retention. Call it the type of workplace every manager or boss wants. In fact, over 200 businesses are already using this guide as a tool to mold positive workplaces including many well-known companies such as AT&T Mobility, Canada Revenue Agency, Simmons Mattress, Detroit Cedar Sinai Hospital and Morton Salt to mention just a few, and with constant reorders.

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